



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional

Section: Missouri Board for Architects, Professional Engineers, Professional Land Surveyors

Division: Professional Registration

Sub-Section:

TITLE: Application for Enrollment in Training

CUTOFF: EOSFY

DESCRIPTION: Application for Enrollment in Training

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 3410

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Application for Enrollment in Training

CUTOFF: EOSFY

DESCRIPTION: Application for Enrollment in Training

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 16970

SERIES STATUS: Approved

APPROVAL DATE:

06/18/2002

TITLE: Application for Registration - completed

CUTOFF:

DESCRIPTION: Application for Registration - completed

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 3409

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Application for Registration - completed

CUTOFF:

DESCRIPTION: Application for Registration - completed

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 16969

SERIES STATUS: Approved

APPROVAL DATE:

06/18/2002



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional

Section: Missouri Board for Architects, Professional Engineers, Professional Land Suv

Division: Professional Registration

Sub-Section:

TITLE: Application for Registration - That were revoked, surrendered, or incomplete		CUTOFF:	
DESCRIPTION: Application for Registration - That were revoked, surrendered, or incomplete		RETENTION: Years: 75 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 3413	SERIES STATUS: Approved	APPROVAL DATE:	10/25/2001
TITLE: Application for Registration - That were revoked, surrendered, or incomplete		CUTOFF:	
DESCRIPTION: Application for Registration - That were revoked, surrendered, or incomplete		RETENTION: Years: 75 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 16973	SERIES STATUS: Approved	APPROVAL DATE:	06/18/2002
TITLE: Application for Registration - That were withdrawn, denied or failed to meet requirements		CUTOFF:	
DESCRIPTION: Application for Registration - That were withdrawn, denied or failed to meet requirements		RETENTION: Years: 75 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 16972	SERIES STATUS: Approved	APPROVAL DATE:	06/18/2002
TITLE: Application for Registration - That were withdrawn, denied, or failed to meet requirements		CUTOFF:	
DESCRIPTION: Application for Registration - That were withdrawn, denied, or failed to meet requirements		RETENTION: Years: 75 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 3412	SERIES STATUS: Approved	APPROVAL DATE:	10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional

Section: Missouri Board for Architects, Professional Engineers, Professional Land Surveyors

Division: Professional Registration

Sub-Section:

TITLE: Complaint File

CUTOFF:

DESCRIPTION: Complaints against registered and non-registered engineers, architects, etc.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 3416

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Complaint File

CUTOFF:

DESCRIPTION: Complaints against registered and non-registered engineers

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 16976

SERIES STATUS: Approved

APPROVAL DATE:

06/18/2002

TITLE: Corporations Application File

CUTOFF: EOSFY

DESCRIPTION: Corporations Application File

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 3415

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Corporations Application File

CUTOFF: EOSFY

DESCRIPTION: Corporations Application File

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 16975

SERIES STATUS: Approved

APPROVAL DATE:

06/18/2002



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional
Division: Professional Registration

Section: Missouri Board for Architects, Professional Engineers, Professional Land Suv
Sub-Section:

TITLE: Directory and Roster of Registered Architects, Engineers and Land Surveyors

CUTOFF:

DESCRIPTION: Directory and Roster of Registered Architects, Engineers and Land Surveyors

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 3420

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Directory and Roster of Registered Architects, Engineers and Land Surveyors

CUTOFF:

DESCRIPTION: Directory and Roster of Registered Architects, Engineers and Land Surveyors

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 16980

SERIES STATUS: Approved

APPROVAL DATE:

06/18/2002

TITLE: Disbursement Ledger

CUTOFF:

DESCRIPTION: Lists personal service, operations, equipment purchase and repair of expenses

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 3428

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Disbursement Ledger

CUTOFF:

DESCRIPTION: Lists personal service, operations, equipment purchase and repair of expenses. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 16988

SERIES STATUS: Approved

APPROVAL DATE:

06/18/2002



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional

Section: Missouri Board for Architects, Professional Engineers, Professional Land Suv

Division: Professional Registration

Sub-Section:

TITLE: Docket Register Sheets		CUTOFF:	
DESCRIPTION: Condensed history of each applicant by number and record of registration denial or renewal		RETENTION: Years: 75 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 3418	SERIES STATUS: Approved	APPROVAL DATE:	10/25/2001
TITLE: Docket Register Sheets		CUTOFF:	
DESCRIPTION: Condensed history of each applicant by number and record of registration denial or renewal		RETENTION: Years: 75 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 16978	SERIES STATUS: Approved	APPROVAL DATE:	06/18/2002
TITLE: Examination Folders		CUTOFF:	
DESCRIPTION: Each folder holds the record of one examination, date it was held, number when appeared all correspondence in connection with the examination and master tabulation giving grade made by each examinee		RETENTION: Years: 75 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 3417	SERIES STATUS: Approved	APPROVAL DATE:	10/25/2001
TITLE: Examination Folders		CUTOFF:	
DESCRIPTION: Each folder holds the record of one examination, date it was held, number when appeared all correspondence in connection with the examination and master tabulation giving grade made by each examinee		RETENTION: Years: 75 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 16977	SERIES STATUS: Approved	APPROVAL DATE:	06/18/2002



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional

Section: Missouri Board for Architects, Professional Engineers, Professional Land Surveyors

Division: Professional Registration

Sub-Section:

TITLE: Expired Applications		CUTOFF:	
DESCRIPTION: Expired Applications		RETENTION: Years: 75 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 3414	SERIES STATUS: Approved	APPROVAL DATE:	10/25/2001
TITLE: Expired Applications		CUTOFF:	
DESCRIPTION: Expired Applications		RETENTION: Years: 75 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 16974	SERIES STATUS: Approved	APPROVAL DATE:	06/18/2002
TITLE: Index		CUTOFF: EOSFY	
DESCRIPTION: Cards of registered, pending enrolled, and denied applications		RETENTION: Years: Months: Days:	
NOTES:		DISPOSITION ACTION: Permanent	
SERIES #: 3419	SERIES STATUS: Approved	APPROVAL DATE:	10/25/2001
TITLE: Index		CUTOFF: EOSFY	
DESCRIPTION: Cards of registered, pending enrolled, and denied applications		RETENTION: Years: Months: Days:	
NOTES:		DISPOSITION ACTION: Permanent	
SERIES #: 16979	SERIES STATUS: Approved	APPROVAL DATE:	06/18/2002



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional
Division: Professional Registration

Section: Missouri Board for Architects, Professional Engineers, Professional Land Surveyors
Sub-Section:

TITLE: Receipt and Deposit Ledger Books		CUTOFF:	
DESCRIPTION: Receipt and Deposit Ledger Books		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 3427	SERIES STATUS: Approved	APPROVAL DATE:	10/25/2001
TITLE: Receipt and Deposit Ledger Books		CUTOFF:	
DESCRIPTION: Receipt and Deposit Ledger Books. May be destroyed after conclusion of state audit if completed before end of retention period.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 16987	SERIES STATUS: Approved	APPROVAL DATE:	06/18/2002
TITLE: Record of Bad Checks		CUTOFF:	
DESCRIPTION: Record of Bad Checks		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 3423	SERIES STATUS: Approved	APPROVAL DATE:	10/25/2001
TITLE: Record of Bad Checks		CUTOFF:	
DESCRIPTION: Record of Bad Checks. May be destroyed after conclusion of state audit if completed before end of retention period.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 16983	SERIES STATUS: Approved	APPROVAL DATE:	06/18/2002



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional
Division: Professional Registration

Section: Missouri Board for Architects, Professional Engineers, Professional Land Surveyors
Sub-Section:

TITLE: Renewal Applications		CUTOFF:
DESCRIPTION: Renewal Applications		RETENTION: Years: 3 Months: 0 Days: 0
NOTES:		DISPOSITION ACTION: Destroy
SERIES #: 3411	SERIES STATUS: Approved	APPROVAL DATE: 10/25/2001
TITLE: Renewal Applications		CUTOFF:
DESCRIPTION: Renewal Applications. May be destroyed after conclusion of state audit if completed before end of retention period.		RETENTION: Years: 3 Months: 0 Days: 0
NOTES:		DISPOSITION ACTION: Destroy
SERIES #: 16971	SERIES STATUS: Approved	APPROVAL DATE: 06/18/2002
TITLE: Special Permits		CUTOFF:
DESCRIPTION: Record of individuals who have been granted special permits for a single project		RETENTION: Years: 75 Months: 0 Days: 0
NOTES:		DISPOSITION ACTION: Destroy
SERIES #: 3424	SERIES STATUS: Approved	APPROVAL DATE: 10/25/2001
TITLE: Special Permits		CUTOFF:
DESCRIPTION: Special Permits - Record of individuals who have been granted special permits for a single project		RETENTION: Years: 75 Months: 0 Days: 0
NOTES:		DISPOSITION ACTION: Destroy
SERIES #: 16984	SERIES STATUS: Approved	APPROVAL DATE: 06/18/2002